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Subject: Transmittal of Fact Sheets, "Conducting Superfund Special Account Reclassifications" and "Checklist for Closing Special Accounts"
Date: Thursday, June 16, 2011 9:30:00 AM
Attachments: [Special Account Reclassifications fact sheet and Checklist for Closing SAs .pdf](#)
[Attachment 1_Conducting Superfund Special Account Reclassifications.pdf](#)
[Attachment 2_Checklist for Closing Special Accounts.pdf](#)

This memorandum transmits two fact sheets for regional use entitled "Conducting Superfund Special Account Reclassifications" and "Checklist for Closing Special Accounts."

These fact sheets were developed in coordination with representatives on the Superfund Special Accounts Senior Management Committee. Their issuance is designed to further clarify the special account reclassification and closure processes. The "Conducting Superfund Special Account Reclassifications" fact sheet (Attachment 1) includes tips for developing the accounting documents required for reclassification as well as a crosswalk for converting old account codes into the current Agency account code structure. The "Checklist for Closing Special Accounts" fact sheet (Attachment 2) outlines the steps required to close a special account. These fact sheets will be posted on the Office of Site Remediation Enforcement (OSRE) special accounts intranet site at <http://intranet.epa.gov/oeca/osre/workgroup/sa/index.html>.

If you have any questions, please contact me or have your staff contact Tracey Stewart at (703) 603-8791 or stewart.tracey@epa.gov.

Thank you.

(See attached file: Special Account Reclassifications fact sheet and Checklist for Closing SAs.pdf)(See attached file: Attachment 2_Checklist for Closing Special Accounts.pdf)(See attached file: Attachment 1_Conducting Superfund Special Account Reclassifications.pdf)

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